



2017-18  
NCAA Year-Round  
Drug-Testing  
Site Coordinator Manual

**NCAA Year-Round Drug-Testing  
Site Coordinator Manual**

**Table of Contents**

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<b>Section 1</b>	<b>Introduction</b>	<b>Page</b>
	The National Center for Drug Free Sport.....	1
	Drug Free Sport AXIS.....	1
	The National Collegiate Athletic Association.....	1
	NCAA Drug-Testing Contacts at Drug Free Sport.....	2
	NCAA Drug-Testing Contact at NCAA Office .....	2
	Committee on Competitive Safeguards & Medical Aspects of Sports.....	3
<b>Section 2</b>	<b>Year-Round Testing Program</b>	
	Drug-Testing Personnel & Responsibilities .....	4
	<i>Director of Athletics</i> .....	4
	<i>Compliance</i> .....	5
	<i>Site Coordinator</i> .....	5
	Drug-Testing Collection Crews.....	7
	Drug Free Sport’s SCAN3 Administrative Website.....	8
	General Information .....	8
	Squad List/Eligibility Checklist Requirements .....	9
	Testing Schedule & Facilities .....	10
	No-Advance Notice Testing.....	10
	Beverages .....	11
	Invoicing .....	11
	Year-Round Frequently Asked Questions.....	12
<b>Section 3</b>	<b>NCAA Banned Drug Classes</b> .....	14
<b>Section 4</b>	<b>Forms</b> .....	15
	NCAA Drug-Testing Invoice	

**The National Center for Drug Free Sport, Inc.®**

The National Center for Drug Free Sport, Inc. establishes and manages drug-prevention programs for athletic organizations committed to creating drug-free environments.

The National Collegiate Athletic Association has selected Drug Free Sport to administer all NCAA drug-testing programs. Please contact Drug Free Sport if you have any questions regarding administrative logistics about NCAA drug-testing programs.

The National Center for Drug Free Sport®  
2537 Madison Avenue  
Kansas City, Missouri 64108  
Phone: 816.474.8655  
[www.drugfreesport.com](http://www.drugfreesport.com)

**Drug Free Sport AXIS™**

Drug Free Sport AXIS is a trusted nutrition, health and wellness resource, combining scientifically- proven dietary information with the most up-to-date research on supplements and over-the-counter and prescription drugs. Athletics department staff should provide guidance to student-athletes about supplement use, including a directive to have any product checked by qualified staff members before consuming. The NCAA subscribes only to Drug Free Sport AXIS for authoritative review of ingredients in medications and nutritional/dietary supplements.

**Contact Drug Free Sport AXIS™ at 877.202.0769 or [www.dfsaxis.com](http://www.dfsaxis.com) (password ncaa1, ncaa2 or ncaa3).**

**The National Collegiate Athletic Association**

In addition to its drug-testing programs, the NCAA offers drug-education programs to its members. To find out more, contact:

The National Collegiate Athletic Association  
Sport Science Institute  
Attn: Mary Wilfert  
P.O. Box 6222  
Indianapolis, Indiana 46206-6222  
Phone: 317.917.6222  
[www.ncaa.org/substanceabuseprevention](http://www.ncaa.org/substanceabuseprevention)

**NCAA Drug-Testing Contacts at Drug Free Sport:**

**Mark Bockelman**, Vice President of NCAA Drug-Testing  
816.285.1407

[mbockelman@drugfreesport.com](mailto:mbockelman@drugfreesport.com)

*Contact for NCAA drug-testing results, drug-testing appeals and medical exceptions.*

**Michelle Dorsey**, Director of NCAA Drug-Testing  
816.285.1416

[mdorsey@drugfreesport.com](mailto:mdorsey@drugfreesport.com)

*Contact for NCAA year-round and championship drug-testing events and collection crew issues.*

**Sherry Byler**, NCAA Senior Drug-Testing Program Manager  
816.285.1420

[sbyler@drugfreesport.com](mailto:sbyler@drugfreesport.com)

*Contact for NCAA year-round and summer drug-testing notifications, scheduling of exit tests, assistance with [scan.drugfreesport.com](http://scan.drugfreesport.com) and invoices.*

**Lara Gray, MS, RD, CSSD**, Director of Education  
816.285.1417

[lgray@drugfreesport.com](mailto:lgray@drugfreesport.com)

*Contact for supplement/banned substances inquiries and DFS AXIS, live/recorded webinars, Speakers Bureau and sport nutrition resources.*

**Josh Mittlestadt**, Manager of Information Technology  
816.285.1403

[jmittlestadt@drugfreesport.com](mailto:jmittlestadt@drugfreesport.com)

*Contact for IT assistance with Drug Free Sport's SCAN3 administrative website ([scan.drugfreesport.com](http://scan.drugfreesport.com)).*

**Gene Willis**, Director of Marketing  
816.285.1423

[gwillis@drugfreesport.com](mailto:gwillis@drugfreesport.com)

*Contact for media and public relations on drug-testing issues and questions.*

**NCAA Drug-Testing Contact at the NCAA Office:**

**Mary Wilfert**, Associate Director, Sport Science Institute  
317.917.6319

[mwilfert@ncaa.org](mailto:mwilfert@ncaa.org)

*Liaison to the Committee on Competitive Safeguards and Medical Aspects of Sports.*

**NCAA Committee on Competitive Safeguards & Medical Aspects of Sports**

CSMAS is an NCAA association-wide committee and supervises the NCAA's drug-education and drug-testing program under the direction of the NCAA Board of Governors. CSMAS is composed of athletics administrators, medical doctors, coaches, athletic trainers, exercise physiologists, researchers, attorneys, drug educators, secondary school representatives and other professionals representing member institutions. The committee is dedicated to serving the NCAA by (a) collecting and developing pertinent information regarding desirable training methods, prevention and treatment of sports injuries, utilization of sound safety measures at the college level, drug education and drug testing; and (b) disseminating such information to the attention of the Association's membership and adopting recommended policies and standards designed to further the above objectives. Drug Free Sport works closely with CSMAS to support the NCAA's dedication to fair and equitable competition and protection of the health and safety of student-athletes.

A complete list of the current members of CSMAS may be found on the NCAA's website.



The year-round drug-testing program includes testing during the academic year and summer months. The following information should be used as a resource for athletic administrators.

### **Drug-Testing Personnel & Responsibilities**

The following individuals at your institution have key roles when NCAA drug testing is conducted on campus: Director of athletics, drug-testing site coordinator and compliance administrator.

#### **Director of Athletics**

Prior to the start of the academic year:

1. The director of athletics must appoint an NCAA drug-testing site coordinator for the academic year and the summer months. The site coordinator is an individual from the institution who is assigned to assist the drug-testing crew with the organizational aspects of the program and assist the drug-testing certified collector on the day of testing.
2. The director of athletics should read the current NCAA Drug-Testing Program booklet. The NCAA national office sends a copy of the booklet to each member institution and it is available at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).
3. The director of athletics should review the squad list/eligibility checklist requirements on page 9 of this manual.
4. The director of athletics must update their contact information on Drug Free Sport's SCAN3 administrative website, [scan.drugfreesport.com](http://scan.drugfreesport.com) (see Drug Free Sport's SCAN3 Administrative Website on page No. 8).

When your institution is notified of NCAA drug testing:

1. Drug-testing information must be kept confidential at all times.
2. Institutions will be notified of drug testing no more than two days prior to the testing event, and in many cases with short or no-advance notice.
3. Drug Free Sport will notify the director of athletics, site coordinator and compliance administrator of their institution's selection for NCAA drug testing via email.
4. The director of athletics, site coordinator and compliance administrator will access the NCAA drug-testing notification and affirm receipt on Drug Free Sport's SCAN3 administrative web site at [scan.drugfreesport.com](http://scan.drugfreesport.com). To ensure notifications are received, add Drug Free Sport's email address, [ncaadrugtesting@drugfreesport.com](mailto:ncaadrugtesting@drugfreesport.com), to your email's safe-sender list. Contact your institution's IT department for assistance.
5. The institution will provide Drug Free Sport with a current and accurate squad list/eligibility checklist for each sport selected to be drug tested per divisional requirements (see Squad List/Eligibility Checklist Requirements on page No. 9).



**Compliance Administrator**

Prior to the start of the academic year:

1. Compliance administrators must read the current NCAA Drug-Testing Program booklet. The NCAA national office sends a copy of the booklet to each member institution and it is available at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).
2. Compliance administrators must review the squad list/eligibility checklist requirements on page No. 9 of this manual.
3. Compliance administrators must update their contact information on Drug Free Sport's SCAN3 administrative website, [scan.drugfreesport.com](http://scan.drugfreesport.com) (see Drug Free Sport's SCAN3 Administrative Website on page No. 8).

When your institution is notified of NCAA drug testing:

1. Drug-testing information must be kept confidential at all times.
2. Institutions will be notified of drug testing no more than two days prior to the testing event, and in many cases with short or no-advance notice.
3. Drug Free Sport will notify the director of athletics, site coordinator and compliance administrator of their institution's selection for NCAA drug testing via email.
4. The director of athletics, site coordinator and compliance administrator will access the NCAA drug-testing notification and verify receipt on Drug Free Sport's SCAN3 administrative web site at [scan.drugfreesport.com](http://scan.drugfreesport.com). To ensure notifications are received, add Drug Free Sport's email address, [ncaadrugtesting@drugfreesport.com](mailto:ncaadrugtesting@drugfreesport.com), to your email's safe-sender list. Contact your institution's IT department for assistance.
5. The institution will provide Drug Free Sport with a current and accurate squad list/eligibility checklist for each sport selected to be drug tested per divisional requirements (see Squad List/Eligibility Checklist Requirements on page No. 10).

**Site Coordinator**

Prior to the start of the academic year:

1. The site coordinator must read the current NCAA Drug-Testing Program booklet. The NCAA national office sends a copy of the booklet to each member institution and it is available at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).
2. The site coordinator must review the squad list/eligibility checklist requirements on page 9 of this manual.
3. The site coordinator must update their contact information on Drug Free Sport's SCAN3 administrative website, [scan.drugfreesport.com](http://scan.drugfreesport.com) (see Drug Free Sport's Administrative Website on page No. 8). The site coordinator must also update their institution's contact information, sport sponsorship lists and academic dates. Site coordinators will be advised by Drug Free Sport when academic dates must be submitted.



When your institution is notified of NCAA drug testing:

1. Drug-testing information must be kept confidential at all times.
2. Institutions will be notified of drug testing no more than two days prior to the testing event, and in many cases with short or no-advance notice.
3. Drug Free Sport will notify the director of athletics, site coordinator and compliance administrator of their institution's selection for NCAA drug testing via email.
4. The director of athletics, site coordinator and compliance will access the NCAA drug-testing notification and affirm receipt on Drug Free Sport's SCAN3 administrative web site at [scan.drugfreesport.com](http://scan.drugfreesport.com). To ensure notifications are received, add Drug Free Sport's email address, [ncAADrugTesting@drugfreesport.com](mailto:ncAADrugTesting@drugfreesport.com), to your email's safe-sender list. Contact your institution's IT department for assistance.
5. The institution will provide Drug Free Sport with a current and accurate squad list/eligibility checklist for each sport selected to be drug tested per divisional requirements (see Squad List/Eligibility Checklist Requirements on page No. 9).
6. The site coordinator must contact the certified collector assigned to the drug-testing event to discuss scheduling and other related items. The certified collector's information is included in the Drug-Testing Notification Memorandum.
7. The site coordinator must secure a parking pass for the drug-testing crew.
8. The site coordinator must select the facilities required for drug testing (see Testing Schedule & Facilities on page No. 10).
9. The site coordinator will provide fluids for student-athletes during the drug test (see Beverages on page No. 11).
10. After Drug Free Sport has selected student-athletes for drug testing, the drug-testing roster and NCAA Student-Athlete Notification Forms will be emailed to the director of athletics, site coordinator and compliance administrator. Review the roster to ensure the student-athletes selected for testing are current members of the team with eligibility remaining.

**Contact Drug Free Sport or, if after regular business hours, the certified collector, as soon as possible if there are any problems with the drug-testing roster and/or notifying student-athletes.**

11. The site coordinator or designee will print the NCAA Student-Athlete Notification Forms for each student-athlete selected and record the date, time and location of the drug test on each form. The notification forms are accessible from the drug-testing roster.
12. The site coordinator or designee must assign testing times after conferring with the certified collector. The site coordinator and certified collector must **mutually** agree on the testing time. The best time for testing is in the early morning (e.g., 6 or 6:30 a.m.). However, testing may occur in the afternoon/evening of the test day or the evening prior to the scheduled test date. Schedule drug testing with the certified collector at the student-athletes' academic convenience but do not expect the collection crew to extend testing. All student-athletes should be scheduled in the same time frame. The site coordinator or designee should schedule four to six student-athletes for testing every 20 minutes or per the certified collector's instructions. **Do not schedule all student-athletes to arrive at the same time.** If too many athletes or all selected student-athletes report to drug testing at one time, they will not be allowed to enter the room until the certified collector permits.





13. Institutions are precluded from providing mass notifications to all student-athletes and coaches of the sports selected for drug testing.
14. The site coordinator or designee is responsible for notifying the student-athletes of their selection for drug testing and having them sign the NCAA Student-Athlete Notification Form. The institution must notify student-athletes in person or by direct telephone communication of their selection for drug testing and the date, time to report and location of the testing event. Voice mail messages, text messages, and emails **are not** acceptable forms of notification. The site coordinator or designee must sign each notification form, verifying the student-athlete's notification of drug testing. The signed notification forms must be given to the certified collector on test day.
15. The site coordinator or designee must inform student-athletes to bring photo identification to the test site on test day. Also, remind student-athletes to refrain from drinking a lot of fluids or using the restroom prior to reporting to the test. **Over-hydrating and providing numerous diluted specimens will extend the student-athlete's time in testing and may be cause for follow-up drug tests.** The crew tests the specific gravity of the specimen; dilute specimens will delay the process.

#### Day before the test

If requested, the site coordinator will meet with the certified collector the day before the test to evaluate the adequacy of the drug-testing facility.

#### During and after the test

1. The site coordinator or designee **must** be present at the drug test and available to the drug-testing crew until the completion of the drug test. If the site coordinator cannot be available the whole time, a designee must be appointed during the site coordinator's absence.
2. The site coordinator must provide the signed notification forms to the certified collector prior to the start of the test.
3. The site coordinator may be asked to help maintain security, traffic flow and testing protocol in the testing room. **Do not hire security personnel for this task.**
4. The site coordinator may be asked to help verify student-athletes' identity.
5. The site coordinator may submit an NCAA Drug-Testing Invoice for drug-testing related expenses (optional). **Invoices received 45 days after the drug test will not be processed.**



### **Drug-Testing Collection Crews**

1. Drug Free Sport provides the collection crews for each drug-testing event.
2. Collection crews are comprised of a certified collector and if needed, crew members, who assist the certified collector.
3. Certified collectors are specifically trained in sports drug-testing collections. Each certified collector is responsible for training members of the collection crew.
4. The certified collector will make travel and lodging arrangements for the crew and may ask the site coordinator's assistance in selecting suitable accommodations.
5. Transportation of samples to the laboratory is the certified collector's responsibility.

### **Drug Free Sport's SCAN3 Administrative Website**

Drug Free Sport's SCAN3 administrative web site, [scan.drugfreesport.com](http://scan.drugfreesport.com), gathers NCAA drug-testing contact information and provides Drug Free Sport with your institution's academic information, including holidays and breaks your institution will be closed. Institutions are responsible for updating this information as changes occur.

If you have forgotten your password to [scan.drugfreesport.com](http://scan.drugfreesport.com), please click on **Forgot Your Password** and enter your email address. You will receive an email from [scan.notifications@drugfreesport.com](mailto:scan.notifications@drugfreesport.com) with instructions on how to reset your password.

If you are new to NCAA drug testing and do not have a login or password, an individual from your institution with login permissions can add you to the system as a contact or you can contact Drug Free Sport for assistance.

### **General Information**

1. Student-athletes competing in Divisions I and II sports are subject to year-round testing.
2. Institutions and student-athletes may be selected for testing multiple times each academic year.
3. The number of student-athletes selected for each drug-testing event may vary.
4. Notification of an NCAA testing event may be on short notice or no-advance notice.
5. Drug Free Sport selects the student-athletes tested for all year-round drug tests.
6. Institutions cannot request specific sport(s) or student-athletes to be drug-tested.
7. Student-athletes may be selected on the basis of position, athletics financial-aid status, competitive ranking, playing time, an NCAA-approved random selection or any combination thereof.



### Squad List/Eligibility Checklist Requirements

1. Please review the requirements for student-athlete lists detailed below. Athletic administrator signatures (director of athletics, head coach, etc.) are not required on the lists.

**Division I List Requirements:** The NCAA Squad List Form is required for student-athlete selection for drug testing. Drug Free Sport cannot accept any other form such as rosters, team lists or eligibility checklists. The only exception is if your institution has not held its first competition for the sport(s) selected for drug testing. In this situation, an official team roster may be accepted.

Institutions must designate on the football squad list all student-athletes receiving athletic aid.

**Division II List Requirements:** The NCAA Division II Eligibility Checklist Form is required for student-athlete selection for drug testing. Drug Free Sport cannot accept any other form such as rosters or team lists. The only exception is if your institution has not held its first competition for the sport(s) selected for drug testing. In this situation, an official team roster may be accepted.

2. Prior to sending the squad list/eligibility checklist to Drug Free Sport, the institution must designate on the list any student-athlete who falls into the following categories. Student-athletes designated accordingly will not be included in the random selection process.

<b>C</b>	=	cut or dismissed from team
<b>E</b>	=	exhausted eligibility in the sport
<b>G</b>	=	graduated
<b>M</b>	=	medical exemption resulting from career-ending injury or condition
<b>Q</b>	=	quit the team
<b>W</b>	=	withdrew from the institution

If the letter “O” (other) is designated on your institution’s list, please provide Drug Free Sport an explanation or assign the student-athlete one of the above designations.

**All other student-athletes with remaining NCAA eligibility (including partial qualifiers, nonqualifiers, season-ending injuries and student-athletes who have expressed interest in transferring schools) are subject to testing.**

3. Institutions must ensure information on the squad list/eligibility checklist is current and accurate prior to submitting to Drug Free Sport for student-athlete selections.

The NCAA requires any student-athlete selected for NCAA drug testing who is no longer on the team (voluntarily or involuntarily) before notification of his or her selection for drug-testing, and was on the institution’s eligibility checklist or squad list without being properly identified as no longer being with the team, may not participate in NCAA competition until completion of an NCAA drug test. This test, administered by Drug Free Sport, will be at the institution’s expense. **To avoid this situation, carefully review any list prior to submitting.**



### **Testing Schedule & Facilities**

1. The site coordinator and certified collector must **mutually agree** on the testing time. The best time for testing is in the early morning (e.g., 6 or 6:30 a.m.). However, testing may occur in the afternoon/evening of the test date or the evening prior to the test date.
2. Schedule drug testing with the certified collector at the student-athletes' academic convenience but do not expect collection crew to extend testing. All student-athletes should be scheduled in the same time frame.
3. Although most student-athletes provide a specimen in less than 20 minutes, adequate time should be given for facility reservation in the event testing takes longer than expected.
4. The site coordinator is responsible for selecting the facility for drug testing. Please consult with the certified collector to make sure the facility and location are adequate.
5. The site coordinator must ensure the security of the room(s). The testing area must have controlled access. Only those authorized by the certified collector will be allowed in the testing room. Do not hire security personnel for this task.
6. The space should be able to accommodate the movement of at least three crew members, student-athletes and the site coordinator.
7. The only access to the drug-testing area should be through the main entrance.
8. Fully equipped restrooms (for male and females) should be in the testing area or close by. These restrooms must be secure and closed to others.
9. The site coordinator should supply 6-8 ft. tables, chairs, large trash containers and beverages for the testing area. The number of student-athletes being tested will determine the number of each item. Please discuss these items with the certified collector. **Note:** Uneven surfaces (e.g., treatment tables, bleachers, etc.) shall not be used as a table.

### **No-Advance Notice Testing**

The CSMAS has endorsed drug-testing best practices that provide for more frequent testing and shorter notification to the institution and student-athletes. Procedurally, no-advance notice testing tends to involve fewer athletes than the standard year-round campus test.

1. No-advance notice testing will most likely be conducted either pre-practice or post-practice.
2. While the institution may receive notification on the day of the test, in most cases, the list of selected student-athletes will be provided by the certified collector upon his/her arrival on campus.
3. The site coordinator or designee should identify the most practical location for post-practice testing, assist the certified collector with notifying the student-athletes and be present and available to the certified collector until the completion of the drug test.
4. The certified collector will be prepared to handle situations that could impact testing (e.g., academic classes, absence from practice, cancellation of practice, etc.).



### **Beverages**

1. NCAA drug-testing protocol states that liquids consumed in the testing facility must be from previously unopened containers. Further, beverages must be free of caffeine, carbonation, alcohol and/or any NCAA banned substances.
2. The site coordinator will be asked to supply the beverages for drug testing. Discuss beverage needs with the certified collector prior to the testing event.
3. All drinks must be provided in individual containers (bottles or cans). The certified collector will not allow gallon jugs or large containers of liquids. Cups or any other drinking materials will be discarded.
4. The site coordinator should provide no more than one to two, 12-ounce servings of fluid per student-athlete tested. The beverages are for those student-athletes having difficulty providing a specimen.
5. Liquids consumed prior to the student-athlete's arrival to the testing site are not the responsibility of the drug-testing crews.
6. Certified collectors may permit student-athletes to drink directly from drinking fountains.
7. Site coordinators/institutions may be reimbursed for fluids up to \$1.20 per student-athlete tested.

### **Invoicing**

1. After an NCAA drug test, beverage expenses must be submitted for reimbursement to Drug Free Sport using the NCAA Drug-Testing Invoice. The invoice is located at the end of the manual and is also available on [scan.drugfreesport.com](http://scan.drugfreesport.com).
2. The invoice **must be received within 45 days of the test date**. Invoices received by Drug Free Sport more than 45 days after the testing event will not be processed.
3. Drug Free Sport will not reimburse the site coordinator or the institution for the following during year-round testing:
  - Site coordinator honorarium.
  - Set up.
  - Rental.
  - Transportation.
  - Security.
  - Food purchases.
  - Parking passes for drug-testing crew.
4. Upon approval by Drug Free Sport, payment will be issued to the site coordinator and/or institution (as directed by the site coordinator) approximately 45 days from receipt of invoice.



### Year-Round Drug-Testing Frequently Asked Questions

**1. How should an institution prepare its student-athletes for NCAA drug testing?**

Review the NCAA Drug-Testing Program Booklet located at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).

**2. How and when are institutions notified of drug testing?**

Drug Free Sport will notify the director of athletics, site coordinator and compliance administrator via email of their selection for drug testing no earlier than two days before test day. In most cases, institutions will be notified one day before the test day. Some test events may include no-advance notice testing.

**3. How are student-athletes notified of their selection for drug testing?**

Your institution's compliance will provide Drug Free Sport with a squad list/eligibility checklist for the sport(s) selected for drug testing.

Drug Free Sport will randomly select student-athletes for drug testing and provide the names of the selected student-athletes to the director of athletic, site coordinator and compliance administrator.

The site coordinator or designee will notify the selected student-athletes in-person or by direct phone communication of their selection for drug testing.

Selected student-athletes are required to sign the NCAA Student-Athlete Notification Form and will report to drug testing at the testing facility on the date and time designated by the site coordinator.

**4. How are student-athletes tested and how long does it take?**

Student-athletes are drug tested through urinalysis and are observed providing their sample by a member on the drug-testing crew of the same gender.

The length of the process depends on the student-athlete's ability to provide an adequate specimen. If a student-athlete provides an adequate specimen immediately upon arriving at the testing facility, the entire process usually is completed in less than 20 minutes.

**5. Can student-athletes beat a drug test by consuming large amounts of fluids?**

No. NCAA drug-testing protocol requires each student-athlete's urine sample be analyzed onsite prior to sending it to the lab.

If the specimen is too dilute, the student-athlete will be required to provide additional specimens until an adequate specimen is collected. This could take several hours. A student-athlete who produces multiple diluted samples is subject to follow-up drug tests.

**6. What if a student-athlete has trouble providing an adequate specimen? Can the student-athlete leave and come back later?**

The certified collector must release a student-athlete to meet academic obligations. The certified collector may release a student-athlete from the collection station for the following reasons: sickness or injury, to return to competition, or for any compelling reason as approved by Drug Free Sport. In all cases, appropriate arrangements for having the student-athlete tested will have been made and recorded by the certified collector.



**7. What does the NCAA test for during the year-round program?**

Anabolic agents.  
Diuretics and other masking agents.  
Peptide hormones and analogues.  
Anti-estrogens.  
Beta-2 agonists.

**Note: Student-athletes who have had a previous positive result, or had previous multiple dilutes, may be subject to follow-up tests and may be tested with an expanded panel that includes illicit drugs and stimulants.**

**8. When does our institution get results?**

The director of athletics, site coordinator and compliance administrator are notified of NCAA drug-testing results availability via email. NCAA drug-testing results will be available approximately 15-20 business days after the drug test.

If an athlete is positive, Drug Free Sport will contact the director of athletics or designee.

**9. What happens if a student-athlete tests positive?**

Drug Free Sport will provide your institution's director of athletics or designee the name of the student-athlete who tested positive and the substance found in his/her urine sample.

The institution/student-athlete has the option to be present at the lab for the opening of the B sample or a surrogate may be designated.

If the B sample is positive, Drug Free Sport will notify the director of athletics or designee and the student-athlete will be declared ineligible.

If the student-athlete tested positive for a substance for which a medical exception is warranted, the institution may request a medical exception. Drug Free Sport will assist with the medical exception process.

NCAA drug-testing program allows an institution to appeal a positive drug test on behalf of a student-athlete who has tested positive or who violated NCAA drug-testing protocol.



### 2017-18 NCAA Banned Drugs

**The NCAA bans the following classes of drugs:**

- a. Stimulants.
- b. Anabolic agents.
- c. Alcohol and beta blockers (banned for rifle only).
- d. Diuretics and other masking agents.
- e. Illicit drugs.
- f. Peptide hormones and analogues.
- g. Anti-estrogens.
- h. Beta-2 agonists.

**Note:** Any substance chemically/pharmacologically related to these classes also is banned. The institution and the student-athlete shall be held accountable for all drugs within the banned-drug class regardless of whether they have been specifically identified. Examples of substances under each class can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting). There is also no complete list of banned substances.

**Drugs and Procedures Subject to Restrictions:**

- a. Blood and gene doping.
- b. Local anesthetics (permitted under some conditions).
- c. Manipulation of urine samples.
- d. Beta-2 agonists (permitted only by prescription and inhalation).

### NCAA Nutritional/Dietary Supplements

**Warning:** Before consuming any nutritional/dietary supplement product, review the product with your athletics department staff!

- Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.
- Any product containing a dietary supplement ingredient is taken at your own risk.

Athletics department staff should provide guidance to student-athletes about supplement use, including a directive to have any product checked by qualified staff members before consuming. The NCAA subscribes only to Drug Free Sport AXIS for authoritative review of ingredients in medications and nutritional/dietary supplements. Contact the Drug Free Sport AXIS at 877-202-0769 or [www.dfsaxis.com](http://www.dfsaxis.com) (password ncaa 1, ncaa2 or ncaa3).





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**NCAA Drug-Testing Invoice**

Site Coordinator: \_\_\_\_\_ SSN: \_\_\_\_\_  
Required for payment to site coordinator

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Site Information:**

Institution/Host: \_\_\_\_\_ Site Number: \_\_\_\_\_

Event: \_\_\_\_\_ Test Date(s): \_\_\_\_\_  
(Year-Round, Summer, Championship)

**Drug-Testing Fees:**

**Make Payment To:**

	<u>Institution</u>	<u>Site Coordinator</u>
1. *Beverages: _____ _____	\$ _____	\$ _____
2. *Set up: _____ <small>(Not applicable for year-round or summer tests)</small>	\$ _____	\$ _____
3. *Rental: _____ <small>(Not applicable for year-round or summer tests)</small>	\$ _____	\$ _____
4. *Transportation: _____ <small>(Not applicable for year-round or summer tests)</small>	\$ _____	\$ _____
<b>Total Expenses:</b>	<b>\$ _____</b>	<b>\$ _____</b>

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Required for reimbursement

In order to receive payment, Drug Free Sport must receive completed invoices and any receipts within 45 days following the drug-testing event. Email invoice and receipts to [ncaadrugtesting@drugfreesport.com](mailto:ncaadrugtesting@drugfreesport.com).

\*Receipts are required for payment. Beverage reimbursement will be no more than \$1.20 per athlete tested for year-round drug tests. Championship reimbursement will be based on estimates recorded on the approved proposed budget.